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**AIR FORCE**

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**HUMAN**

**RESOURCES**

**ADVANCED ON-THE-JOB TRAINING SYSTEM:  
USER'S HANDBOOK (SECTIONS 12-13)**

**Douglas Aircraft Company  
A Division of McDonnell Douglas Corporation  
2450 South Peoria  
Aurora, Colorado 80014**

**TRAINING SYSTEMS DIVISION  
Brooks Air Force Base, Texas 78235-5601**

**May 1990  
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The Public Affairs Office has reviewed this paper, and it is releasable to the National Technical Information Service, where it will be available to the general public, including foreign nationals.

This paper has been reviewed and is approved for publication.

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This publication is primarily a working paper. It is published solely to document work performed.

# SUMMARY

The Advanced On-the-job Training System (AOTS) was an Air Staff-directed, AFHRL-developed prototype which designed, developed, and tested a proof-of-concept prototype AOTS within the operational environment of selected work centers at Bergstrom AFB, Texas, and Ellington ANGB, Texas, from August 1985 through 31 July 1989. The User's Handbook was developed in four volumes to serve as a guide to familiarize users with the AOTS. It is also a convenient reference on how the various training levels (trainee, supervisor, training manager, etc.) can use the AOTS functions to perform their on-the-job training (OJT) responsibilities. Volume IV of this paper defines notices and reports produced by the system to assist managers in evaluating training.

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## PREFACE

This is the fourth of four volumes of the AOTS User's Handbook developed by Douglas Aircraft Company, the development contractor, under Government Contract F33615-C-84-0059. The AFHRL Work Unit number for the project is 2557-00-02. The primary office of responsibility for management of the contract is the Air Force Human Resources Laboratory, Training Systems Division, and the Air Force AOTS manager is Major Jack Blackhurst.

# AOTS User's Handbook

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## 12 AOTS PRODUCTS; NOTICES AND REPORTS

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Preceding sections of the User's Handbook explain what you must do to use AOTS. This section explains your role as a receiver rather than as a doer. Other sections of the Handbook tell you how to execute commands in AOTS to obtain information and to cause OJT actions and events. This section describes two kinds of products that are automatically produced by AOTS-- notices and reports. It identifies who receives them and it points out the significance of each notice or report.

AOTS notices and reports are printed documents produced by AOTS software from information in the AOTS database. The notices are intended to alert particular users to matters of immediate concern. The reports are summaries of outcomes and of other data.

<b>NOTE:</b> You can call up on your monitor most of the <u>reports</u> that you are authorized to receive. You will <u>not</u> be able to call up most of the <u>notices</u> .
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AOTS report formats are designed to help managers evaluate training effectiveness at various organizational levels. The report design also helps managers to make comparisons and informed judgments about personnel, training needs, cost factors, position qualification, task certification, upgrade training, system effectiveness, and other related matters.

## 12.1 Notices

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AOTS generates two types of notices: Personnel Change notices and AOTS Event notices.

### **TRAINEES TAKE NOTE:**

Many AOTS notices are addressed to the Supervisor of the Trainee or to the Unit Training Manager; however, since only the Trainee is identified by name on the notice, the notice will be generated on the printer of the Trainee who is the subject of the notice. It is the responsibility of the Trainee to deliver such notice(s) to the Supervisor.

### 12.1.1 Personnel Change Notices

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AOTS generates Personnel Change notices for fourteen kinds of personnel change actions. Personnel Change notices are always addressed to the Supervisor of the named Trainee and to the Unit Training Manager. The paragraphs which follow and the accompanying figures describe each notice and indicate the action, if any, which should be taken by the Trainee's Supervisor or the Unit Training Manager.

#### New OPTR Required

Organization: 67th Equipment Maintenance Squadron  
Workcenter: Unknown WorkCenter

SUBJECT: Requirement for New Operational Position Task Requirements (OPTR)

TO: Supervisor of:  
Unit Training Manager

There has been a change of Duty AFSC (DAFSC)/Duty Position Number for the above named individual. Because of this change in duty information you must develop a new OPTR for him/her. To do this you may copy an existing OPTR for the position or create a totally new one tailored to his/her position requirements. Any new tasks that are identified will automatically appear on the Individual Training Requirement (ITR) list for him/her when the training diagnosis program is run. Any tasks that were on the previous ITR but are no longer required in the current duty position will be automatically deleted.

**Figure 12.1 New OPTR Required Notice**

The New OPTR Required notice depicted in Figure 12.1 is generated when an airman is assigned to: a new Duty AFSC (DAFSC), or a Duty Position with a different Position Number, or an AOTS workcenter from another workcenter. The New OPTR Required notice alerts the Supervisor to develop a new OPTR for the airman (See Section 10.12). It also signals the Supervisor and the Unit Training Manager to perform a qualification assessment (See Section 10.13) for the airman against the requirements of the new OPTR.

## Trainee TDY

Organization: 67th Mission Support Squadron  
Workcenter: Separations

SUBJECT: TDY Airman

TO: Supervisor of:  
Unit Training Manager

The above named person has been identified as being TDY. You should review this situation to determine if a training capability exists at the TDY location. If this individual is in upgrade training and there is not a training capability at the TDY location, consideration should be given to removing the individual from upgrade training and placing them in Training Status Code 'P' (Individual cannot be entered into or continued in upgrade training because of duty status), until such time as he/she is returned to a duty position where a training capability exists.

**Figure 12.2 A Trainee TDY notice is generated when a Trainee goes TDY.**

A Trainee TDY notice (see Figure 12.2) alerts the Supervisor and the Unit Training Manager to evaluate the affect of the assigned TDY location and circumstances on the training program of the member. If the member's training program will be negatively affected by the TDY, training should be terminated during the TDY period. If the member is in Upgrade Training and the member's training program will be negatively affected, the Unit Training Manager will prepare a Source document (AF Form 2096) for updating the member's Personnel Records and for updating PDS. The member's Training Status Code should be changed to code "P"; and the member's Date Entered Training should be adjusted to compensate for the period of time that the member will be TDY.

No change in training data are required if the member is not in upgrade training.

Training events will be re-initiated upon the member's return from TDY.

**Projected Date of Separation (DOS)**

Organization: 67th Aircraft Generation Squadron  
Workcenter: Flightline

SUBJECT: Projected Date of Separation

TO: Supervisor of: Andrews, Kevin Arthur  
Unit Training Manager

1. The above named individual has a projected Date of Separation (DOS) of 05 Feb 1989.
2. You should review the circumstances under which this individual is being separated and consideration should be given to removing the individual from upgrade training in accordance with AFR 50-23, Attachment 3, if deemed appropriate.

**Figure 12.3 Projected Date of Separation Notice**

A Projected Date of Separation notice, as depicted in Figure 12.3, is generated when there is a change in the AOTS Airman Training Record (ATR) of a member whose Date of Separation (DOS) will occur in ninety (90) days or less.

A Projected Date of Separation (DOS) notice alerts the Supervisor and the Unit Training Manager to review the circumstances of the separation and, if appropriate, remove the member from upgrade training.

If the member is to be removed from upgrade training, the Unit Training Manager will prepare a Source document (AF Form 2096) for updating the member's Personnel Records and for updating PDS to change the member's Training Status Code to code "P" or "N," as appropriate.

No change in training data are required if the member is not in upgrade training.

## Trainee Hospitalized

Organization: 67th Aircraft Generation Squadron  
Workcenter: Flightline

SUBJECT: Hospitalization of Trainee

TO: Supervisor of: Andrews, Kevin Arthur  
Unit Training Manager

1. The above named individual has been hospitalized.
2. If this individual is in upgrade training you must take action to change his/her Training Status Code to 'P' (Individual cannot be entered into or continued in upgrade training because of duty status) effective the date of hospitalization
3. If this individual was not in upgrade training, no change in training data will be necessary.

**Figure 12.4 A Hospitalization of Trainee Notice**

The Hospitalization of Trainee notice illustrated in Figure 12.4 is generated when a Trainee is hospitalized.

A Hospitalization of Trainee notice, if the Trainee is in upgrade training, alerts the Unit Training Manager to prepare a Source document (AF Form 2096) for updating the member's Personnel Records and for updating PDS to change the member's Training Status Code to code "P."

No change in training data are required if the member is not in upgrade training.

## Trainee Released from Hospital

Organization: 67th Aircraft Generation Squadron  
Workcenter: Flightline

SUBJECT: Trainee Released from the Hospital

TO: Supervisor of: Andrews, Kevin Arthur  
Unit Training Manager

1. The above named individual has been released from the hospital and returned to duty.
2. If this individual was previously in upgrade training you must take action to change his/her Training Status Code back to an active code. Additionally, the original Date Entered Training must be adjusted to compensate for the period of time that the individual was hospitalized
3. If this individual was not in upgrade training no change in training data will be necessary.

**Figure 12.5 A Trainee Released from Hospital notice**

The Trainee Released from Hospital notice, depicted in Figure 12.5, is generated when a Trainee is released from the hospital and returned to duty.

A Trainee Released from Hospital notice, if the member was in upgrade training prior to being admitted to the hospital, alerts the Unit Training Manager to prepare a Source document (AF Form 2096) for updating the member's Personnel Records and for updating PDS. The member's Training Status Code should be changed to the appropriate active status code, and the member's Date Entered Training should be adjusted to compensate for the period of time that the member was hospitalized.

No change in training data are required if the member was not in upgrade training.



### Trainee Performing Duty Out of CAFSC

Organization: 67th Aircraft Generation Squadron  
Workcenter: Flightline

SUBJECT: Individual Performing Outside of CAFSC

TO: Supervisor of: Andrews, Kevin Arthur  
Unit Training Manager

1. The above named individual has a DAFSC in an AFSC other than their CAFSC and is in upgrade training.
2. You should take immediate action to return this individual to duty in his/her CAFSC or terminate all training for that AFSC. Continued duty out of the individuals CAFSC could have an adverse affect on promotion potential/opportunities.
3. If returning this individual to duty in his/her CAFSC is not possible at this time then you must create a new Operational Position Task Requirements (OPTR) for him/her. To do this you may copy and existing OPTR for this position or create a new one tailored to the position requirements. You must also take action to place this individual into Training Status Code 'P' (Individual cannot be entered into or continued in upgrade training because of Duty Status) and change the Date Entered Training.

**Figure 12.6 A Trainee Performing Duty Out of CAFSC Notice**

A Trainee Performing Duty Out of CAFSC notice, such as is illustrated in Figure 12.6, is generated when a member is assigned to a Duty AFSC (DAFSC) other than the Control AFSC (CAFSC) of the member.

A Trainee Performing Duty Out of CAFSC notice alerts the Supervisor and the Unit Training Manager to take immediate action to return the member to a CAFSC assignment. If such corrective action is not possible, all training of the member for the CAFSC should be terminated.

If the member cannot immediately be reassigned to his/her own CAFSC, the Supervisor must create a new OPTR for the member (See Section 10.12) and perform a Qualification Assessment for the member against the new OPTR (See Section 10.13).

If the Trainee is in upgrade training, the Unit Training Manager will prepare a Source document (AF Form 2096) for updating the member's Personnel Records and for updating PDS, changing the Training Status Code of the member to code "P" and correcting the Date Entered Training.

**Trainee Returned to Duty in CAFSC**

Organization: 67th Aircraft Generation Squadron  
Workcenter: Flightline

SUBJECT: Individual Returned to Duty in their CAFSC

TO: Supervisor of: Andrews, Kevin Arthur  
Unit Training Manager

1. The above named individual has been returned to duty in his/her CAFSC.
2. You must take immediate action to change this individual's Training Status Code back to an active code. Also, you must adjust the Date entered Training to compensate for the period of time that he/she was performing duty out of his/her CAFSC.
3. Also, you must create a new Operational Position Task Requirements (OPTR) list for this individual based on the assignment to a new duty position. To do this you may copy an existing OPTR or create a new one tailored to the individual's new duty position.

**Figure 12.7 A Returned to Duty in CAFSC Notice**

A Returned to Duty in CAFSC notice, (see Figure 12.7) is generated when a member who has had an assignment out of his/her CAFSC is assigned to a duty position in his/her CAFSC.

A Returned to Duty in CAFSC notice alerts the Supervisor to create a new OPTR for the member (See Section 10.12) and to perform a Qualification Assessment for the member against the new OPTR (See Section 10.13).

If the Trainee was in upgrade training prior to the assignment out of his/her CAFSC, the Unit Training Manager will prepare a Source document (AF Form 2096) for updating the member's Personnel Records and for updating PDS. The member's Training Status Code should be changed from code "P" to an appropriate active code, and the Date Entered Training should be adjusted to compensate for the period of time that the member was performing duty out of the CAFSC.

## Trainee on Leave

Organization: 67th Aircraft Generation Squadron  
Workcenter: Flightline

SUBJECT: Trainee on Leave

TO: Supervisor of: Andrews, Kevin Arthur  
Unit Training Manager

1. The above named individual is on leave.
2. If this individual is in upgrade training then action must be taken to place him/her in Training Status Code 'P' (Individual cannot be entered into or continued in upgrade training) with the same effective date as the leave.
3. If this individual is not in upgrade training no change in training data is necessary.

**Figure 12.8 A Trainee on Leave Notice**

A Trainee on Leave notice, (see Figure 12.8), is generated when a Trainee goes on leave.

A Trainee on Leave notice, if the Trainee is in upgrade training, alerts the Unit Training Manager to prepare a Source document (AF Form 2096) for updating the member's Personnel Records and for updating PDS. The Training Status Code of the member should be changed to code "P" with the same effective date as the leave date.

No change in training data are required if the member is not in upgrade training.

### Trainee Returned from Leave

Organization: 67th Aircraft Generation Squadron  
Workcenter: Flightline

SUBJECT: Trainee Has Returned From Leave

TO: Supervisor of: Andrews, Kevin Arthur  
Unit Training Manager

1. The above named individual has returned from leave.
2. If this individual was previously in upgrade training you must take action to change his/her Training Status Code back to an active code. Also you must adjust the OJT entry date to compensate for the period of time that the individual was on leave.
3. If he/she was not in upgrade training no change in training data is necessary.

**Figure 12.9 A Returned from Leave Notice**

A Returned from Leave notice, such as that illustrated in Figure 12.9, is generated when a Trainee returns from leave.

A Trainee Returned from Leave notice, if the Trainee was in upgrade training prior to the leave, alerts the Unit Training Manager to prepare a Source document (AF Form 2096) for updating the member's Personnel Records and for updating PDS. The Training Status Code should be changed from code "P" to an appropriate active status code, and the Date Entered Training should be adjusted to compensate for the period of time the member was on leave.

No change in training data are required if the member was not in upgrade training.

**Trainee in AWOL/Deserter Status**

Organization: 67th Aircraft Generation Squadron  
Workcenter: Flightline

SUBJECT: Trainee in an AWOL/Deserter Status

TO: Supervisor of: Andrews, Kevin Arthur  
Unit Training Manager

1. The above named individual is in an AWOL/Deserter status.
2. If this individual is in upgrade training then you must take action to place him/her in Training Status Code 'P' (Individual cannot be entered into or continued in upgrade training because of duty status) effective the same date they were placed in an AWOL status.
3. If this individual is not in upgrade training then no change in training data is necessary

**Figure 12.10 An AWOL/Deserter Status Notice**

An AWOL/Deserter Status notice, (see Figure 12.10) is generated if a Trainee goes AWOL.

A Trainee in AWOL/Deserter Status notice, if the Trainee is in upgrade training, alerts the Unit Training Manager to prepare a Source document (AF Form 2096) for updating the member's Personnel Records and for updating PDS. The Training Status Code should be changed to code "P" effective the date on which the member was placed in an AWOL status.

No change in training data are required if the member is not in upgrade training.

**Trainee Returned to Duty from an AWOL/Deserter Status**

Organization: 67th Aircraft Generation Squadron  
Workcenter: Flightline

SUBJECT: Individual Returned to Duty from an AWOL Deserter Status

TO: Supervisor of: Andrews, Kevin Arthur  
Unit Training Manager

1. The above named individual has been returned to duty from an AWOL/Deserter status.
2. If this individual was previously in upgrade training then you must take action to change his/her Training Status Code back to an active code. Also, you must adjust his/her OJT entry date to compensate for the period he/she was not available for duty.
3. If he/she was not in upgrade training then no change in training data is necessary.

**Figure 12.11 A Trainee Returned to Duty from AWOL/Deserter Status Notice**

A Trainee Returned to Duty from AWOL/Deserter Status notice, (see Figure 12.11), is generated when a Trainee returns to duty from an AWOL/Deserter status.

A Trainee Returned to Duty from an AWOL/Deserter Status notice, if the Trainee was in upgrade training, alerts the Unit Training Manager to prepare a Source document (AF Form 2096) for updating the member's Personnel Records and for updating PDS. The Training Status Code should be changed from code "P" to the appropriate active status code, and the Date Entered Training should be adjusted to compensate for the period of time the member was not available for duty.

No change in training data are required if the member was not in upgrade training.

## Airman in Confinement

Organization: 67th Aircraft Generation Squadron  
Workcenter: Flightline

SUBJECT: Airman in Confinement

TO: Supervisor of: Andrews, Kevin Arthur  
Unit Training Manager

1. The above named individual has been placed in confinement.
2. If this individual is in upgrade training you should take action to change his/her Training Status Code to 'P' (Individual cannot be entered into or continued in upgrade training because of duty status) effective the date that he/she was placed in confinement.
3. If this individual was not in upgrade training no change of training data is necessary.

**Figure 12.12 An Airman in Confinement Notice**

An Airman in Confinement notice, like that illustrated in Figure 12.12, is generated when Trainee is placed in confinement.

An Airman in Confinement notice, if the Trainee is in upgrade training, alerts the Unit Training Manager to prepare a Source document (AF Form 2096) for updating the member's Personnel Records and for updating PDS. The Training Status Code should be changed to code "P" effective the date the member was placed in confinement.

No change in training data are required if the member is not in upgrade training.

### Airman Released from Confinement

Organization: 67th Aircraft Generation Squadron  
Workcenter: Flightline

SUBJECT: Airman Released from Confinement

TO: Supervisor of: Andrews, Kevin Arthur  
Unit Training Manager

1. The above named individual has been released from confinement.
2. If this individual was previously in upgrade training you must take action to change his/her Training Status Code back to an active code. You must also adjust the OJT entry date to compensate for the period of time that the individual was in confinement.
3. If the individual was not in upgrade training then no change in training data is required.

**Figure 12.13 An Airman Released from Confinement Notice**

An Airman Released from Confinement notice, (see Figure 12.13), is generated when a Trainee is released from confinement.

An Airman Released from Confinement notice, if the Trainee was in upgrade training, alerts the Unit Training Manager to prepare a Source document (AF Form 2096) for updating the member's Personnel Records and for updating PDS. The Training Status Code should be changed from code "P" to the appropriate active status code, and the Date Entered Training should be adjusted to compensate for the period of time the member was not available for duty.

No change in training data are required if the member was not in upgrade training.



### 12.1.2 AOTS Event Notices

---

AOTS generates Event notices for many kinds of events. The paragraphs which follow and the accompanying figures describe each notice, tell who will receive the notice, and indicate the action, if any, which should be taken by the recipient.

#### EVENT NOTICES GENERATED BY CHANGES IN AFS TASKS

Changes in AFS Tasks occur as influencing factors change. Examples of these factors are:

- o Publication revisions
- o Weapon Systems/Equipment modifications and replacements
- o Air Force Policy/Procedure revisions
- o Costs to the Air Force

The AFS Task Lists (MTL and New/Local MTL) change as tasks are added or deleted.

The System Administrator periodically makes the changed data available to the workcenters. Each time data are updated for the workcenters, the system assigns a new version number to any task which has been changed since the last update. At the same time the system generates notices about the changed tasks.

## AFS Task Change

27 Sep 1988

To: Supervisor, Pass and ID

Subject: AFS Task Change for AMN Apple, Pat C. - Trainee#2

The training of AMN Apple, Pat C. - Trainee#2 (111-22-5555) on the task(s) listed below is in progress or complete. Task modifications occurred prior to position qualification being achieved. The new version(s) of the task(s) should be reviewed to assess the impact of the changes.

Task	Old Version	Status	Date Certified
010999	2	In Progress	
PERFORM OPERATOR MAINTENANCE ON AN M-16 RIFLE			

  

Task	Subtask	Objective	Event	Status
010999	Term. Obj.	174	Knowledge Training	Unassigned
010999	Term. Obj.	174	Knowledge Evaluation	Unassigned
010999	Term. Obj.	174	Performance Training	Complete
010999	Term. Obj.	174	Performance Evaluation	Complete

**Figure 12.14 AFS Task Change Notices**

AFS Task Change notices, (see Figure 12.14), are generated whenever the MTL is updated for the workcenters.

An AFS Task Change notice is generated for each Trainee for whom training is in progress OR training is complete but not certified on one or more AFS tasks which are assigned new version numbers.

AFS Task Change notices are addressed to the Supervisor of the Trainee whose training program may be affected by the change(s) in the task(s).

**NOTE:** A new version number may indicate a major task change.

An AFS Task Change notice for a Trainee alerts the Supervisor to review the new version of the listed task(s). Any changes in the AFS Task that will require additional training for the Trainee, an alteration in training, or a change in scheduling training should be noted. This information should also be communicated to the Unit Training Manager.

**NOTE:** One AFS Task Change notice will be issued for each Trainee affected by changed tasks. The notice will identify each Task by ID, Old Version Number, and Task Statement. The notice will also detail for each changed task the Trainee's status on each phase of qualification -- Knowledge Training, Knowledge Evaluation, Performance Training, and Performance Evaluation.

## TRAINING-RELATED NOTICES GENERATED BY NON-TRAINING EVENTS

Some notices signaling a need for scheduling task training or evaluation events are generated by occurrences that are not training events.

### Training Requirement Update

09 Jan 1989

To: The Supervisor of

Subject: Training Requirement Update

MSG Crook, Jesse D. has been identified as requiring course AT0020:

Communications Security

This course has been added to the training requirements for the individual.

**Figure 12-15 A Training Requirement Update Notice**

A Training Requirement Update notice, as illustrated in Figure 12.15, is generated when an OTR (Other Training Requirement) is added to a Trainee's ITR, or a Trainee's certification on an AFS Task requiring periodic recertification will expire in ninety (90) days.

Training Requirement Update notices are addressed to the Supervisor of the Trainee affected by the change alert the Supervisor to a mandatory addition to the member's training program.

<b>NOTE:</b> If the Training Requirement Update notice identifies an AFS task by its ID but does <u>not</u> display a Task Statement for the task, the omission of the Task Statement signals that the task has been deleted from the MTL.
--

Upon receiving a Training Requirement Update notice for a deleted AFS Task, the Supervisor of the Trainee should:

- o Check the Trainee's ITR and OPTR to ensure that the task has been deleted from those two records (SEE Sections 6.1.1 and 6.1.3).
- o Inform the Trainer and the Evaluator that the task has been deleted and that no training or evaluation should be scheduled for the task.
- o Notify the Unit Training Manager that the task has been deleted from the MTL.

Upon receiving a Training Requirement Update notice for an AFS Task for which the Trainee's certification is expiring the Supervisor should:

- o Designate a Trainer and an Evaluator for the Trainee for the task as necessary (See Section 10.5).
- o Ensure that the task is scheduled and generated for appropriate training and evaluation prior to the expiration date for the Trainee's certification (See Section 10.14).

Upon receiving a Training Requirement Update notice for an OTR that has been added to the Trainee's ITR, the Unit Training Manager or the Supervisor of the Trainee should schedule and generate training event for the affected Trainee (See Section 11.3).

## AFS TASK EVENT NOTICES

AOTS generates numerous AFS Task training and evaluation event notices. The Supervisor of the Trainee, the assigned Trainer, or the assigned Evaluator may schedule AFS Task training and evaluation events in AOTS (See Sections 9.2, 9.3, and 10.14).

Once an event has been scheduled, the Supervisor, the Trainer, or the Evaluator may update the status of the event (i.e., cancel, reschedule, or designate that the event is complete).

Three notices are generated for every AFS Task Training and AFS Task Evaluation event:

- o an event notification to each Trainee
- o an event notification to the respective Trainer or Evaluator, and
- o an event notification to the Supervisor of the Trainee(s).

The notices have the same format; however, notices to Trainers, Evaluators, and the Supervisor contain information that is not on Trainee notices. All AFS Task Training and Task Evaluation Event notices are labeled "Assignment to Event - Task Training." AOTS assigns to each training event an "Event Number" which appears immediately after the word "Event" in the Subject line of the notice. The distinctions among types of AFS Task Training Events -- knowledge training, knowledge evaluation, performance training, and performance evaluation -- are specified in the notices.

### Assignment to Event - Task Training

An Assignment to Event - Task Training notice is generated whenever one or more Trainees are assigned to be trained or to be evaluated on a particular AFS Task.

#### Knowledge and Performance Training Events

18 Oct 1988

To: ( Evaluator, North)

Subject: Assignment to Event 858 - Task Training

You have been assigned as a trainee in the Task Training event described below.

Event 858 - Task Training

Task: E10300-3-1245-Knowledge Training

PROCESS UNIT LEAVES

Generated by: Evaluator, North

Method of Training: Not Specified.

Location:

Remarks:

Performance Resources Required:

AF FORM 988

AF FORM 1486

DAILY RCD OF TRANSACTION (DROT) ROSTER

MONTHLY LEAVE BALANCE ROSTER

PEN(S)

ENVELOPE(S)

**Figure 12.16 Assignment to Event - Task Training**

Training notices for knowledge or performance training, (see Figure 12.16), are addressed to the Trainer, to the Supervisor, and to the Trainee(s) for the event. Each Trainee receives a personal notice of the event.

Upon receiving an Assignment to Event - Task Training notice, you -- whether Trainer, Trainee, or Supervisor -- should read the entire notice.

- o Note the task on which the training will be performed. Four blocks of information, separated by hyphens, are displayed in the Task ID line on the notice.
- o The first six characters (alpha + 5 numerals) are the AOTS Task ID. You can use this ID to access task data in the MTL (See Section 10.11).

- o The next block identifies whether the training is terminal level (for the task as a whole) or for a subtask. If terminal level, the character will be a "T"; if the training is for a subtask, the characters will be an "S" + a numeral designating the selected subtask.
- o The next group of characters (from 1 to 5 numerals) identifies the behavioral objective tied to the task or subtask.
- o The final block of information indicates the type of training event -- "knowledge training" or "performance training."
- o Note the time and date of the event. If time and date are not specified, the event should be accomplished as soon as possible.
- o Note the location of the event. If the location is not stated, the event will occur at the job site.
- o Note the Method of Training. If the Supervisor or Trainer has designated the use of training media (such as Computer Assisted Instruction (CAI), a film, or a publication), the type of media, the identification code, and the title of the specified media will be printed on the notice.

<b>NOTE:</b> Trainer and Supervisor notices include rosters of all Trainees assigned to the event and an information item about Training Resources.
---

If you are a Trainer:

- o Note the Training Event number which has been assigned by the system. You will need this number to access the event in AOTS records.
- o Review the roster to determine who your Trainees are.
- o Read the Performance Resources list to determine what tools, equipment, and materials the Trainees will need.
- o Read the Training Resources list to determine what additional resources you as a Trainer will need.

## Knowledge and Performance Evaluation Events

09 Jan 1989

To: (Sgt AAD, ADAM)

Subject: Assignment to Event 212 - Task Training

You have been assigned as a trainee in the Task Training event described below.

Event 212 - Task Training  
S10102-T-990-Knowledge Evaluation  
Test Control Number: 00023

CONTROL ACCESS TO UNFAVORABLE INFORMATION FILES (UIF)

Generated by: TSgt AAB, AB  
Evaluator: SSgt AAC, ACE

Evaluation will be administered off-line using test number 1.

Location:

Description:

Performance Resources Required:  
APDS TERMINAL  
UIF SAFE

**Figure 12.17 Assignment to Event - Task Training**

Training notices for knowledge or performance evaluation, (see Figure 12.17), events are addressed to the Evaluator (if the evaluation is to be conducted off line), to the Supervisor, and to the Trainee(s).

<b>NOTE:</b> If the evaluation is performed on line, no evaluator is designated.
--

Upon receiving an Assignment to Event - Task Training for an evaluation event, you, whether Trainee or Evaluator, should read the entire notice.

- o Note the task on which the training will be performed. Four blocks of information, separated by hyphens, are displayed in the Task ID line on the notice.
- o The first six characters (alpha + 5 numerals) are the AOTS Task ID. You can use this ID to access task data in the MTL (See Section 10.11).

- o The next block identifies whether the training is terminal level (for the task as a whole) or for a subtask. If terminal level, the character will be a "T"; if the training is for a subtask, the characters will be an "S" + a numeral designating the selected subtask.
- o The next group of characters (from 1 to 5 numerals) identifies the behavioral objective tied to the task or subtask.
- o The final block of information indicates the type of training event: knowledge evaluation or performance evaluation.
- o Note the time and date of the event. If time and date are not specified, the event should be accomplished as soon as possible.
- o Note the location of the event. If the location is not stated, the event will occur at the job site.

<b>NOTE:</b> Evaluator and Supervisor notices include a roster of Trainees scheduled for evaluation on that task and a list of Evaluator Resources needed for conducting the evaluation.
--

If you are an Evaluator:

- o Note the Training Event number which has been assigned by the system. You will need this number to access the event in AOTS.
- o Check the event roster to identify the Trainees assigned to the event.
- o Read the Performance Resources list to determine what tools, equipment, and materials the Trainees will need.

<b>NOTE:</b> If the event is a Knowledge Test, the Performance Resources listed will probably <u>not</u> be needed for the evaluation.
--

- o Read the Evaluator Resources list to determine what tools, equipment, and materials you will need.
- o Obtain the testing materials, i.e., tests, answer keys, and SCANTRON response sheets, from the person who requested the off-line copies of the test.



## Log Record(s)

Log Record(s) Page 1  
09 Jan 89

\*\*\*\*\*

Task S10102, Level T, Obj 990, Event 212, Test 1

Test Control Number: 00023	Requester: AAB, AB
Type of Test: Knowledge	Evaluator: AAC, ACE
Date Printed: 09 JAN 1989	Suspense Date: 16 JAN 1989
# Copies Printed: 2	# Copies Outstanding: 2

  

Airman	Id	Status	Results
AAD, ADAM	113888888	Outstanding	None
AAG, AGA	115888888	Outstanding	None

\*\*\*\*\*

Figure 12.18 Log Record

A Log Record, like that illustrated in Figure 12.18, is generated when a Unit Training Manager, a Supervisor, or an Evaluator requests that a test be printed for off-line use (See Sections 9.3 and 10.14).

The Log Record is addressed to the Requester of the test(s). The Requester's copy of the Log Record should be kept with the printed test materials. The Log Record is needed to maintain accountability for off-line tests.

A Log Record will tell you the test control number (which is also printed as a header on each page of each test that was printed);

**NOTE:** The pages of the test are dated at the head of the page and numbered at the bottom to assist you in maintaining accountability for the entire test.

- o the names of the Requester and of the Evaluator;
- o the type of test -- knowledge or performance;
- o the date of the printing;
- o the suspense date (which the system sets at seven (7) days after printing);
- o the total number of copies of the test printed;

- o the total number of copies of the test outstanding; and
- o the name, SSAN, status of the test, and test results for each individual for whom a test was printed.

Upon receiving a Log Record you should:

- o Read the Log Record to familiarize yourself with the data on the notice.
- o Verify that any tests which accompany the Log Record are the correct tests (i.e. that they have the same test control number).
- o Verify that the number of tests you receive agrees with the number recorded on the Log Record are otherwise accounted for.
- o Note the suspense date.
  - Determine whether to extend the suspense date.
  - If the suspense date is extended, update the Log Record (call the hotline if you need assistance).
  - If the suspense date is not extended, process the tests in accordance with the procedures addressed below.

Disposition of the Log Record and the off-line tests will be accomplished, as follows:

- o The requester of the off-line test should make a packet of the Log Record and all the testing materials for that evaluation event.
- o Once the Evaluator(s) receives the Log Record, they should maintain custody of the Log Record and the printed test materials until the tests have all been administered or until it has been determined that the tests which have not been administered will not be used.
- o On or before the suspense date, if all the tests have been administered and scored or it has been determined they will not be used; the evaluator should give the packet to the Supervisor who will:
  - Maintain custody of the test materials packet until test results are received.
  - Provide feedback to each Trainee concerning Trainee's success/failure and incorrect items.
  - Send the packet through distribution to AFHRL/OL-AK, Attn: AOTS Test Control Officer if located at Bergstrom AFB. (If the supervisor is located at Ellington ANGB, TX, the packet must be sent via U.S. Mail to AFHRL/OL-AK, Attn: AOTS Test Control Officer, Bergstrom AFB, TX 78743-5000.)

**Event Rescheduled**

13 Oct 1988

To: (EVALUATOR, WEST)

Subject: Assignment to Event 831 - Task Training

You have been assigned as a trainee in the Task Training event described below. This training event has been rescheduled as indicated.

Event 831 - Task Training

Task: S10101-2-1654-Knowledge Training

PROCESS UNFAVORABLE INFORMATION FILE (UIF) DOCUMENTS

Scheduled Start: 14 Oct 1988 1045

Scheduled End: 14 Oct 1988 1200

Generated by: Hand, John S.

Method of Training: CAI

73-1-1-3-1: DETERMINING UIF ACTIONS

Location:

Remarks:

Performance Resources Required:

AF FORM 1058

ENVELOPE(S)

"FOR OFFICIAL USE ONLY" STAMP

STAMP PAD

**Figure 12.19 Assignment to Event - Task Training**

An Assignment to Event - Task Training, see Figure 12.19, is generated when an AFS Task Training Event is rescheduled by a Trainer, an Evaluator, or a Supervisor.

Rescheduling notices are addressed to the scheduled Trainee(s) and to the Trainer or Evaluator.

An Assignment to Event - Task Training notice which states, "This training event has been rescheduled as indicated," alerts the Trainee and the Evaluator to:

- o Check the data in the Scheduled Start and Scheduled End fields of the notice.
- o Check whether the location of the event has been changed.

**Cancellation of Event (n) - Task Training**

09 Jan 1989

To: (SSgt AAC, ACE)

Subject: Cancellation of Event 211 - Task Training

The event described below has been canceled due to a no show of participants.

Event 211 - Task Training  
S10102-T-990-Performance Training  
Test Control Number:

CONTROL ACCESS TO UNFAVORABLE INFORMATION FILES (UIF)

Location:

Description:

Roster: 113-88-8888	Sgt	AAD, ADAM
115-88-8888	SrA	AAG, AGA

**Figure 12.20 Cancellation of Event - Task Training**

A Cancellation of Event - Task Training notice, see Figure 12.20, is generated when a Trainer, an Evaluator, or a Supervisor cancels an AFS Training Event (i.e., knowledge training, knowledge evaluation, performance training, or performance evaluation). (See Sections 9.5)

Cancellation of Event - Task Training notices are addressed to the Trainee(s) and to the Trainer or Evaluator for the event.

The first message line on a Cancellation of Event - Task Training notice tells the reason for the cancellation.

A Cancellation of Event - Task Training notice, if you are the Trainer or Evaluator, alerts you to:

- o Check the reason for the cancellation.
- o Take no action if the reason is "Requirement Deleted."
- o Confer with the Supervisor about rescheduling the event if the reason for the cancellation is not "Requirement Deleted."

### Cancellation of Personnel from a Task Training Event

09 Jan 1989

To: ( The Supervisor of Sgt AAD, ADAM)

Subject: Assignment to Event 211 - Task Training

Sgt AAD, ADAM has been cancelled from the event described below due to a no show of participants.

Event 211 - Task Training  
S10102-T-990-Performance Training  
Test Control Number:

CONTROL ACCESS TO UNFAVORABLE INFORMATION FILES (UIF)

Location:

Description:

#### Figure 12.21 Assignment to Event - Task Training

An Assignment to Event - Task Training notice, (see Figure 12.21), is generated when a trainee is removed from an event or the requirement is removed from a trainees ITR, but the event is not cancelled.

The Trainee will receive a Cancellation of Event - Task Training notice stating that the event has been cancelled. The Trainer or Evaluator for the event will receive a cancellation notice stating that the listed personnel has/have been cancelled from the event. Both notices will also give the reason for the cancellation.

If you are the trainer/evaluator for the event and you receive a Cancellation of Event - Task Training notice you should:

- o Check the reason for the cancellation of the personnel.
- o Take no action if the reason is "Requirement Deleted."
- o Confer with the Supervisor about rescheduling the event for the listed Trainee(s) if the reason for the cancellation is not "Requirement Deleted."

**Completion of Task Training Event (N)**

09 Jan 1989

To: ( The Supervisor of Sgt AAD, ADAM)

Subject: Completion of Task Training Event 212

The evaluation described below has been completed by Sgt AAD, ADAM. The evaluation was successfully passed.

Event 212 - Task Training  
S10102-T-990-Knowledge Evaluation  
Test Control Number: 00023

CONTROL ACCESS TO UNFAVORABLE INFORMATION FILES (UIF)

Generated by: TSgt AAB, AB  
Evaluator: SSgt AAC, ACE

Location:

Description:

**Figure 12.22 Completion of Task Training Event**

A Completion of Task Training Event notice, (see Figure 12.22), is generated when a Trainee completes an AFS Task Evaluation event.

Completion of Event - Task Training notices are addressed to the Supervisor of the Trainee.

A Completion of Event - Task Training notice informs the Supervisor whether the Trainee has passed or failed the evaluation.

If the Trainee failed the evaluation, the Supervisor should schedule appropriate training and evaluation events for the Trainee (see Section 10.14).

## Test Results

### Test Results

Please forward to the Supervisor of SrAAAG, AGA  
Airman: AAG, AGA

Evaluator: AAC, ACE      EventId: 212  
Test Control Number: 00023

Event: S10102-T-990-Knowledge Evaluation-1

Task Statement:  
CONTROL ACCESS TO UNFAVORABLE INFORMATION FILES (UIF)

Date Taken: 9 Jan 89

Test Score: 25% \*\*\* Test was failed \*\*\*

Breakdown: (\* Indicates critical item, if any)

Objective 990 Score: 25% \*\*\* Failed \*\*\*

Sequence on test	Items Missed:	Actual item id
3		280
4		282
5		281
6		283
7		278
8		284

..... End of Results .....

**Figure 12.23 Test Results Notice**

A Test Results notice, (see Figure 12.23), is generated when a knowledge evaluation has been taken off line and scored.

A Test Results notice is addressed to the Supervisor of the Trainee.

A Test Results notice informs the Supervisor whether a Trainee has passed or failed an off-line knowledge evaluation of an AFS Task. The notice also provides data which will enable a Supervisor or a Unit Training Manager to obtain explicit information from a Systems Administrator or from the IST about the test questions which were missed by the Trainee.

## **OTHER TRAINING REQUIREMENTS (OTR) NOTICES**

AOTS enables Supervisors to schedule Trainees for Other Training Requirements (OTR) and for Professional Military Education and Formal Training events. When such scheduling occurs, the system generates Assignment to Event notices and Completion of Event notices.

In response to PDS updates, AOTS generates notices for the mandatory enrollment of airmen in Career Development Courses (CDCs). In addition, the system acknowledges successful CDC completion by generating a congratulatory notice to the Trainee.



**Assignment to Event - XXX**

08 Aug 1988

To: MACJP (Sgt Adams, Pat C. - Trainee #1)

Subject: Assignment to Event 25 - Additional Duty Courses

You have been assigned as a trainee in the Additional Duty Courses event described below.

Event 25 - Additional Duty Courses  
Course: AD0023

Bearing Room Trainer

Scheduled Start: 9 Aug 1988 1300  
Scheduled End: 9 Aug 1988 1500

Generated by: SSgt Adams, Pat A. - Supervisor  
Agency:  
Location: BERGSTROM AFB, TX

Remarks: THIS COURSE WILL BE COMPLETED ALONG WITH AIRMEN FROM LANGLEY AFB  
-- SEATING  
WILL BE LIMITED

**Figure 12.24 Assignment to Event**

Assignment to Event - XXX notices, (see Figure 12.24), are generated when a Supervisor or Unit Training Manager assigns a Trainee to an event for Other Training Requirements (OTR), Professional Military Education, or Formal Training.

If the event is an OTR event, the XXX will be replaced on the notice by one of the following designators:

- o Ancillary Course
- o Additional Duty Course
- o Contingency Task

The XXX will be replaced by the words, "Professional Military Education" or "Formal Training," if the event is not an OTR event.

An Assignment to Event notice is addressed to the Trainee who is assigned to the training. An Assignment to Event notice alerts the Trainee to the details of the training assignment. Read the notice carefully to determine:

- o The course of training you have been assigned to accomplish. The course ID and title are printed on the notice.
- o The scheduled start and end of the training if start and end dates and times are designated. If dates and times are not designated, the event should be accomplished as soon as possible.
- o The location of the training if designated. If location is not designated, the event should occur at the job site.
- o If any additional details about the training event are listed in the remarks section.
- o Determine the training agency responsible for conducting the training.

**Completion of Event - XXX**

13 Sep 1988

To: ( )

Subject: Completion of Event 291 - Contingency Tasks

The training described below has been completed by AMN Apple, Pat C. -  
Trainee#2.

Event 291 - Contingency Tasks  
Course: CT0032

Cardiopulmonary Resuscitation (CPR)(Reserves-CAMS 079-Active CAMS-239)

Scheduled Start: 27 Aug 1988 1400  
Scheduled End: 27 Aug 1988 1500

Generated by: TSgt Apple, Pat D. - Supervisor  
Agency:  
Location:

Remarks:

**Figure 12.25 Completion of Event**

A Completion of Event notice, (see Figure 12.25), is generated when the Unit Training Manager updates the ITR of a Trainee who has completed the specified course of training.

Completion of Event notices are addressed to the Supervisor of the Trainee to ensure that the Supervisor is aware that the event has been completed.

**CDC Enrollment**

SUBJECT: CDC ENROLLMENTS

TO: CBPO-OJT  
UNIT TRAINING MANAGER

MANDATORY ENROLLMENT IN THE APPLICABLE CAREER DEVELOPMENT COURSE (CDC) FOR THE INDIVIDUAL INDICATED BELOW IS REQUESTED.

TRAINEE'S NAME: \_\_\_\_\_  
(LAST NAME, FIRST NAME, M.I.)

SSAN:

AFSC:

CDC NUMBER: (UP TO SEVEN DIGITS)

ENROLLMENT TYPE: MANDATORY/VOLUNTARY (1 DIGIT) (L)

ZIP CODE AND SHRED OF TEST OFFICE: (11 DIGITS)

UNIT OF ASSIGNMENT: (UP TO 20 SPACES)

BASE OF ASSIGNMENT: (UP TO 13 CHARACTERS)

STATE: (TWO CHARACTERS)

ZIP CODE (NINE CHARACTERS)

**Figure 12.26 CDC Enrollment Notices**

A CDC Enrollment notice, (see Figure 12.26), is generated when PDS update sets the conditions that make a specified Career Development Course (CDC) mandatory for a trainee.

CDC Enrollment notices are addressed to CBPO-OJT and to the Unit Training Manager of the Trainee identified in the notice. A CDC Enrollment notice directs the recipients to ensure that the Trainee is enrolled in the required Career Development Course (CDC).

**CDC Completion****CDC COMPLETIONS**

TO: (NAME)

(ORGANIZATION)

CONGRATULATIONS FOR SATISFACTORILY COMPLETING CAREER DEVELOPMENT COURSE (#####). THIS IS AN IMPORTANT MILESTONE IN YOUR CAREER PROGRESSION. YOU CAN CERTAINLY BE PROUD OF THE FACT THAT THE MANY LONG HOURS OF STUDY AND WORK THAT YOU DID DURING THIS COURSE HAS PAID OFF. KEEP UP THE GOOD WORK!! YOU SHOULD RETAIN YOUR CAREER DEVELOPMENT COURSE AS A STUDY REFERENCE FOR PROMOTION TESTING UNDER THE WEIGHTED AIRMAN'S PROMOTION SYSTEM (WAPS).

AGAIN, CONGRATULATIONS ON A JOB WELL DONE.

**Figure 12.27 A CDC Completion Notice**

A CDC Completion notice, such as that illustrated in Figure 12.27 above, is generated when the Trainee's successful completion of the CDC has been recorded in AOTS.

A CDC Completion notice is addressed to the Trainee and commends his/her diligence in successfully completing the course of study.

## 12.2 Reports

---

AOTS generates Standardized Training Reports and Ad Hoc Reports. Standardized Training Reports are automatically generated on the first day of the month. These reports summarize activities and cumulative data for the preceding month. Personnel whose AOTS access level is Supervisor or above may display or print Standardized Training Reports at any time.

Ad Hoc Reports provide a means whereby summarized data that are not available in the Standardized Training Reports can be generated. Ad Hoc Reports can only be generated by System Administrators. Usually, Standardized Training Reports will supply the information you need for management functions; however, if you cannot find the management information you need in the Standardized Training Reports, call the AOTS hotline and explain your need. The system administrator may be able to generate the required report.

This section of the AOTS USER'S HANDBOOK describes and displays examples of Standardized Training Reports.

### 12.2.1 Standardized Training Reports

Standardized Training Reports are generated for four organizational levels: the individual airman, the workcenter, the unit, and the base. Table 12.1 identifies the kinds of Standardized Training Reports which are available.

TYPE OF REPORT	ORGANIZATIONAL LEVEL			
Position Qualification Status	I	W	U	B
Impact of Loss/Workcenter Coverage	I	W		
Upgrade Training Summaries		W	U	B
Upgrade Training Rosters	I	W	U	B
Evaluator Performance Data/Summaries	I		U	B
Trainer Performance Data	I			
Training Event Summaries		W	U	B
CDC Status Reports	I			

I = Individual W = Workcenter U = Unit B = Base

**Table 12.1 Individual Training Reports**

Individual Training Reports are addressed to the Supervisor of the Trainee.

A Supervisor can call up only Individual Training Reports on Trainees who are on his/her supervision list.

NGT114.007  
1.3

Advanced On The Job Training System  
Report Manager

1 Dec 88

1. By Individual  
q. Quit This Menu

Select Option:

Please select the Report Access Mode

12-2-1

The screen at the left displays the Report Manager menu that a Supervisor will see.

Workcenter Training Reports and Unit Training Reports are addressed to the Unit Training Manager and the Unit Commander.

NCT114.007 1.3	Advanced On The Job Training System Report Manager	1 Dec 88
1. By Individual 2. By Workcenter 3. By Unit 4. By Event 5. By Type  q. Quit This Menu  Select Option:  Please select the Report Access Mode		
12-2-2		

The screen at the left is the Report Manager menu that a Unit Training Manager will see.

A Unit Training Manager can call up only Individual Training Reports, Workcenter Training Reports, and Unit Training Reports for her/his own unit. The Unit Training Manager can also call up these reports by Event and by Type.

Unit Training Reports and Base Training Reports are addressed to Base OJT. A system Administrator can call up any Standardized Training Report.

NCT114.007 1.3	Advanced On The Job Training System Report Manager	1 Dec 88
1. By Individual 2. By Workcenter 3. By Unit 4. By Base 5. By Event 6. By Type  q. Quit This Menu  Select Option:  Please select the Report Access Mode		
12-2-3		

The screen at the left is the Report Manager menu that a System Administrator will see.

## 12.2.2 Individual Standardized Training Reports

```

NGT114.003                      Advanced On The Job Training System          11 Jan 89
1.4                      Available Reports for Andrews, Kevin Arthur

                                1. Position Qualification Status
                                2. Upgrade Training Status
                                3. CDC Status
                                4. Evaluator Performance Data
                                5. Trainer Performance Data
                                6. Recurring Training Requirements
                                7. Access Another Individual

                                q. Quit This Menu

                                Select Option:

12-2-4

```

The screen to the left illustrates the menu a Supervisor, a Unit Training Manager, or a System Administrator will use to select Standardized Training Reports on a particular individual.

For the most effective use of Individual Standardized Training Reports, the Supervisor and/or the Unit Training Manager should maintain a file of these monthly reports on each Trainee, so that trends over a period of time can be identified.

### Individual Position Qualification Status

```

NGT114.001                      Reports                                     11 Jan 89
1.4                      Display Report
                      Individual Position Qualification Status Report

                                Date: 11 JAN 1989

Reporting period: 01 DEC 1988 to 31 DEC 1988

Component: AF Active
Rank:
Name: Andrews, Kevin Arthur
SSAN:
Base: Bergstrom AFB, Tx
Unit: 67th Aircraft Generation Squadron
Workcenter: Flightline
CAFSC: 811xx

Tasks required for position qualification:
      Number required: 28
      Number qualified: 0
      Percent of required tasks qualified: 0

                                Pgdn, End, Down arrow, (q)

12-2-5

```

The screen at the left shows an Individual Position Qualification Status report.

An Individual Position Qualification Status report provides information about the number of tasks required for position qualification and the member's progress toward becoming fully position qualified.



Data in this report enable a Supervisor or a Unit Training Manager to assess whether a Trainee is making satisfactory progress toward position qualification. It also enables the Supervisor to compare the Trainee's "time in training" during the month covered by the report to the "cumulative average for all trainees."

### Individual Upgrade Training Roster

NCT114.001	Reports	11 Jan 89
1.4	Display Report	
Individual Upgrade Training Status Report		
Date: 11 JAN 1989		
Component: AF Action		
Base: Bergstrom AFB, Tx		
Unit: 67th Aircraft Generation Squadron		
Workcenter: Flightline		
Rank:		
Name: Andrews, Kevin Arthur		
SSAN:		
Date Entered/Completed/Withdrawn Training: 23 AUG 1988		
TSC: B		
BIERT:		
PAFSC:		
2AFSC:		
CAFSC: 811xx		
DAFSC: 811xx		
Professional Military Education:		
PgDn, End, Down arrow, <q>		
12-2-8		

The screen to the left is an Individual Upgrade Training Roster (Status) report.

The Individual Upgrade Training Status report displays information about an individual's current standing with respect to an airman's upgrade training. The report displays Professional Military Education, position qualification, and CDC status.

The Supervisor and the Unit Training Manager can use this report to determine whether a Trainee is making satisfactory progress in upgrade training.

**CDC Status Report**

NGT114.001 1.4	Reports Display Report CDC status report	11 Jan 89
Date: 09 JAN 1989		
Name: Andrews, Kevin Arthur		
Rank:		
SSAN:		
Component: AF Active		
Base: Bergstrom AFB, Tx		
Unit: 67th Aircraft Generation Squadron		
Workcenter: Flightline		
TSC: 3		
Date Entered/Completed/Withdrawn Training: 23 AUG 1988		
PAFSC:		
2AFSC:		
CAFSC: 011xx		
DAFSC: 42632		
Course number:		
Date requested:		
Date received:		
PgDn, End, Down arrow, (q)		
12-2-7		

The screen to the left shows a CDC Status report.

A CDC Status Report identifies when the individual entered upgrade training and the individual's progress in Career Development Courses (CDC) in which an airman is enrolled.

**Evaluator Performance Data**

NGT114.001 1.4	Reports Display Report Evaluator Performance Data	11 Jan 89
Date: 11 JAN 1989		
Reporting Period: 01 DEC 1988 to 31 DEC 1988		
Component: AF Active		
Rank:		
Name: Andrews, Kevin Arthur		
SSAN:		
Base: Bergstrom AFB, Tx		
Unit: 67th Aircraft Generation Squadron		
Workcenter: Flightline		
CAFSC: 011xx		
Number of tasks qualified to evaluate: 0		
Number of tasks evaluated: 0		
Number of tasks evaluated that were rated as a failure: 0		
Percentage of tasks evaluated that were rated as a failure: 0		
-		
PgDn, End, Down arrow, (q)		
12-2-8		

The screen to the left is an Evaluator Performance Data report on an airman.

The report reflects the number on which the individual is qualified to be an evaluator, the number of tasks on which the individual evaluated Trainees during the previous month, the number of Trainees this individual rated as failing to perform tasks satisfactorily during task evaluations, and the percentage of all tasks evaluated during the month on which this individual rated trainees as failing.

These kinds of data will assist a Supervisor or a Unit Training Manager to identify and give corrective guidance to an evaluator who may be too easy or too demanding in evaluating the task performance of Trainees. The data will also enable the Supervisor to assess how well evaluation responsibilities are distributed across qualified workcenter personnel.

### Trainer Performance Data

MGT114.001 1.4	Reports Display Report Trainer Performance Data	11 Jan 89
Date: 11 JAN 1989		
Reporting Period: 01 DEC 1988 to 31 DEC 1988		
All Data refers to events completed during this reporting period		
Trainer's Rank:		
Trainer's Name: Andrews, Kevin Arthur		
Trainer's SSAN:		
Component: AF Active		
Base: Bergstrom AFB, TX		
Unit: 67th Aircraft Generation Squadron		
Workcenter: Flightline		
Number of tasks which this trainer has trained: 0		
Number of trainees which this trainer has trained: 0		
For tasks with this trainer as trainer of record:		
Knowledge tests:		
Number administered: 0		
PgBn, End, Down arrow, <q>		
12-2-9		

The screen to the left is a Trainer Performance Data report on an individual.

A Trainer Performance Data report informs the Supervisor and Unit Training Manager about the number of tasks trained by the individual, the number of Trainees trained by the individual, and the success of Trainees trained by this individual on knowledge and performance evaluations.

The Supervisor and the Unit Training Manager will use Trainer Performance Data reports to assess the productivity and effectiveness of a Trainer.

### Recurring Training Requirements

NGT114.001	Reports	11 Jan 89				
1.4	Display Report					
Individual Recurring Training Requirements Report						
04 JAN 1989						
Component: AF Active						
Rank: AB						
Name: Andrews, Miller Bob						
SSAN:						
Base: Bergstrom AFB, TX						
Unit: 67th Aircraft Generation Squadron						
Workcenter: Flightline						
CAFSC: 4500X						
<p>This report lists, for the position of the individual shown above, all recurring tasks and Other Training Requirements on which the subject is either Expired, Unassigned, In Progress or Awaiting Refresher Training.</p> <table border="1"> <thead> <tr> <th>Requirement</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="2">Pgdn, End, Down arrow, &lt;q&gt;</td> </tr> </tbody> </table>			Requirement	Status	Pgdn, End, Down arrow, <q>	
Requirement	Status					
Pgdn, End, Down arrow, <q>						
12-2-8A						

The screen to the left is a Recurring Training Requirement report on an individual.

Recurring Training Requirements reports are also available by workcenter, by unit, and by base.

A Recurring Training Requirements report informs the Supervisor and Unit Training Manager of all of the recurring Tasks and Other Training Requirements on which each of the airmen who are subjects of the report, in their assigned duty positions, are either Expired, Unassigned, In Progress, or Awaiting Refresher Training.

The Supervisor and the Unit Training Manager will use Recurring Training Requirements reports to plan for needed training for individuals who are about to be deployed.

### 12.2.3 Workcenter Standardized Training Reports

---

PGT114.004 1.4	Advanced On The Job Training System Available Reports for Workcenters	11 Jan 89
<ol style="list-style-type: none"><li>1. Position Qualification Status Summary</li><li>2. Upgrade Training Status Summary</li><li>3. Upgrade Training Roster</li><li>4. Training Event Status Summary</li><li>5. Task Coverage Summary</li><li>6. Recurring Training Requirements</li><li>7. Access Another Workcenter</li></ol>		
q. Quit This Menu		
Select Option:		
12-2-10		

The screen to the left contains the menu from which a Unit Training Manager will select Standardized Training Reports for a workcenter within the Unit Training Manager's unit.

For the most effective use of Workcenter Standardized Training Reports, a Unit Training Manager should maintain a file of these monthly reports separated by the type and unit, so that trends may be detected over a period of time.

With the exception of the Upgrade Training Roster, Workcenter Standardized Training Reports are presented as consolidated across AFSs within the workcenter and by each AFS within the workcenter. An AOTS workcenter with members from two of the AFSs in AOTS would generate workcenter standardized reports with three sections: a consolidated report and a report for each of the two AFSs.

### Position Qualification Status Summary

```

NGT114.001                      Reports                      1 Dec 88
1.3                            Display Report
                                Workcenter Position Qualification Status Summary

                                Date: 01 DEC 1988

Reporting period: 01 NOV 1988 to 30 NOV 1988

Component: AF Active
Base: Bergstrom AFB, Tx
Organization: 67th Security Police Squadron
Workcenter: Reports and Analysis
AFS: Consolidated across Specialties

Personnel:
  Number assigned:           2
  Number position qualified: 2
  Percent position qualified: 100

Time in training for position qualification:
  Cumulative average for all trainees:      8 days
  During this reporting period:

                                PgDn, End, Down arrow, <q>

12-2-11

```

The screen to the left is a Workcenter Position Qualification Status Summary.

A Workcenter Position Qualification Status Summary identifies the number and percentage of personnel in the workcenter who are fully position qualified. The report also provides the Unit Training Manager and commander with information for the reporting period about the time that was spent in training, how the training time compares with average times for task training, the outcomes of task knowledge and task performance testing, and quality control outcomes.

### Workcenter Upgrade Training Status Summary

```

NGT114.001                      Reports                      11 Jan 89
1.4                            Display Report
                                Workcenter Upgrade Training Status Summary

                                Date: 11 JAN 1989

Reporting period: 01 DEC 1988 to 31 DEC 1988

Component: AF Active
Base: Bergstrom AFB, Tx
Unit: 67th Aircraft Generation Squadron
Workcenter: Flightline
AFS: Consolidated across Specialties

Personnel counts:
  Total number of personnel assigned: 10
  Total number of personnel
    in upgrade training:      2
    in 3 level training:      0
    in 5 level training:      2
    in 7 level training:      0
    in 3 level retraining:    0
    in 5 level retraining:    0
    in 7 level retraining:    0

                                PgDn, End, Down arrow, <q>

12-2-12

```

The screen to the left is a Workcenter Upgrade Training Status Summary report.

A Workcenter Upgrade Training Status Summary identifies the number and percentage of workcenter personnel who are in upgrade training and tells the number at each level who are in normal upgrade training and in retraining. The report also shows CDC activity in the workcenter, is currently enrolled in a CDC, the number removed from upgrade training during the reporting period, and the in the workcenter due for an OJT progress evolution.

### Workcenter Upgrade Training Roster

NGT114.001	Reports	11 Jan 89
1.4	Display Report	
Individual Upgrade Training Status Report		
Date: 11 JAN 1989		
Component: AF Active		
Base: Bergstrom AFB, Tx		
Unit: 67th Aircraft Generation Squadron		
Workcenter: Flightline		
Rank:		
Name: Andrews, Kevin Arthur		
SSAN:		
Date Entered/Completed/Withdrawn Training: 23 AUG 1988		
TSC: 3		
DIERY:		
PAFSC:		
2AFSC:		
CAFSC: 811xx		
BAFSC: 811xx		
Professional Military Education:		
Pgdn, End, Down arrow, <q>		
12-2-13		

The workcenter Upgrade Training Roster contains the data seen in the screen to the left, however, it includes all airmen assigned to a workcenter that are in an upgrade training status.

### Workcenter Training Event Status Summary

NGT114.001	Reports	1 Dec 88
1.3	Display Report	
Workcenter Training Event Status Summary		
Date: 30 NOV 1988		
Component: AF Active		
Base: Bergstrom AFB, Tx		
Organization: 67th Component Repair Squadron		
Workcenter: JEIM		
Period: 01 OCT 1988 to 31 OCT 1988		
Knowledge training events (for this period):		
Number scheduled: 4		
Number completed: 0		
Percent of number scheduled which were completed: 0		
Knowledge training evaluations (for this period):		
Number scheduled: 0		
Number completed: 0		
Percent of number scheduled which were completed: 0		
Pgdn, End, Down arrow, <q>		
12-2-14		

The screen to the left is a Workcenter Training Event Status Summary.

The Workcenter Training Event Status Summary provides a Unit Training Manager with an overview of the amount and kinds of training activities which occurred within a particular workcenter during the reporting period. The Unit Training Manager and Commanders can compare the reports of the workcenters of an airman's unit and draw inferences from the comparison for planning and for analysis of program effectiveness.



## Workcenter Task Coverage Summary

MGT114.001 1.3	Reports Display Report Workcenter Task Coverage Summary	1 Dec 88
Date: 81 DEC 1988		
<p>The following report shows, for the workcenter indicated, the number of personnel within the applicable Air Force Specialty Code assigned to the workcenter, the number of personnel qualified to perform each task assigned to the workcenter, and the percent of personnel who are qualified to perform each task.</p> <p>Supervisors should determine if task coverage is sufficient to support mission requirements, and if not, initiate training for assigned personnel.</p> <p>Component: AF Active Organization: 67th Component Repair Squadron Workcenter: JE1H AFSC: 426X2</p> <p>Number of Personnel Assigned (in AOTS): 27</p> <p>-</p> <p>Page, End, Down arrow, (q)</p>		
12-2-15		

The screen to the left is the first page of a Workcenter Task Coverage Summary.

For every task on the OPTRs which are applicable to that workcenter, the summary reports the number of members qualified on the task and the percentage of personnel within the respective workcenter that are qualified to train or perform the task.

Using the Workcenter Task Coverage Summary, the Unit Training Manager and workcenter Supervisors can quickly identify tasks for which an insufficient number of personnel are qualified. These data will assist the Unit Training Manager and Supervisors in setting training goals and planning training strategies.

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## Impacts Caused by Personnel Losses

### Notification of Impact of Personnel Loss

Date: 11 JAN 1989

The following report shows the impact of the departure of the below listed individual from their workcenter. This individual is qualified to perform the tasks indicated. Additionally, the workcenter has the number of personnel indicated also qualified to perform these tasks. If the departure of this individual will leave the workcenter without sufficient task coverage then action should be initiated to train additional personnel on these tasks.

Component: AF Active  
Base: Bergstrom AFB, Tx  
Unit: 67th Aircraft Generation Squadron  
Workcenter: Flightline  
CAFSC: 811xx  
Individual: Andrews, Kevin Arthur

Number of Personnel Currently Assigned <in AOTS>: 1

Task	Number qualified	Percent qualified
A00001	0	0
ADVISE STAFF PERSONNEL ON TRAINING MATTERS		
A00002	0	0
ASSIGN PERSONNEL TO DUTY POSITIONS		
A00003	0	0
A00004	0	0
A00005	0	0
A00006	0	0
A00007	0	0
A00008	0	0
A00009	0	0
A00010	0	0
A00011	0	0
A00012	0	0
A00013	0	0
A00014	0	0
A00015	0	0
A00016	0	0
A00017	0	0
A00018	0	0
A00019	0	0

Figure 12.28 Impacts Caused by Personnel Losses Reports

Impacts Caused by Personnel Losses reports, (see Figure 12.28) are generated automatically when the Date of Separation (DOS) of a member assigned to a workcenter equals the current date plus ninety (90) days.

An Impact Caused by Personnel Losses report identifies the tasks on which the departing member is qualified. The report also tells how many other personnel in the workcenter are qualified on each of the tasks and what percentage of the assigned personnel are qualified on each task.

Training needs caused by the impending loss of personnel can be quickly determined by examining these reports.

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#### 12.2.4 Unit Standardized Training Reports

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MGT114.004 1.4	Advanced On The Job Training System Available Reports for Units	11 Jan 89
<ul style="list-style-type: none"><li>1. Position Qualification Status Summary</li><li>2. Upgrade Training Status Summary</li><li>3. Upgrade Training Roster</li><li>4. Evaluator Performance Summary</li><li>5. Training Event Status Summary</li><li>6. Recurring Training Requirements</li><li>7. Access Another Unit</li></ul>		
q. Quit This Menu		
Select Option: _		
12-2-16		

This is the menu a Unit Training Manager will use to select Unit Standardized Training Reports.

A Unit Training Manager may access the Unit Standardized Training Reports for her/his own unit. Unit Standardized Training Reports summarize the data from all the AOTS workcenters within the unit. The data on Unit Standardized Training Reports are presented as consolidated across all specialties within the unit and by each specialty within the unit. Thus, for a unit which has two AFSSs, each unit report, except the Upgrade Training Roster, will have three sections: a consolidated report including both specialties and a report for each of the two specialties. The unit level reports identified on the menu are identical in format to the comparable Workcenter Standardized Training Reports. For descriptions which are applicable to these reports, see Section 12.2.3, items A through E.

### 12.2.5 Base Standardized Training Reports

---

NGT114.004 1.4	Advanced On The Job Training System Available Reports for Bases	11 Jan 89
<ul style="list-style-type: none"><li>1. Position Qualification Status Summary</li><li>2. Upgrade Training Status Summary</li><li>3. Upgrade Training Roster</li><li>4. Evaluator Performance Summary</li><li>5. Training Scout Status Summary</li><li>6. Recurring Training Requirements</li><li>7. Access Another Base</li></ul>		
q. Quit This Menu		
Select Option:		
12-2-17		

This is the menu a System Administrator will use to select Base Standardized Training Reports.

Base Standardized Training Reports summarize the data from all the units with AOTS Workcenters. The data on Base Standardized Training Reports are presented as consolidated across the specialties represented in AOTS and by each specialty within AOTS. Each Base Report, except the Upgrade Training Roster, has six sections: a consolidated report including four AFSs and a report for each of the four specialties.

The base level reports identified on the menu are identical in format to the comparable Workcenter Standardized Training Reports. For descriptions which are applicable to these reports, see Section 12.2.3, items A through E.

## 13 GLOSSARY OF TERMS

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ACRONYM	DESCRIPTION
AF	Air Force
AFB	Air Force Base
AFHRL	Air Force Human Resources Laboratory
AFHRL/IDD/OL-AK	Air Force Human Resources AOTS Program located at Bergstrom AFB, Texas
AFS	Air Force Specialty
AFSC	Air Force Speciality Code
ANGB	Air National Guard Base
AOTS	Advanced On-the-job Training System
ATR	Airman Training Record
CAFSC	Control Air Force Speciality Code
CAI	Computer Assisted Instruction
CAMS	Core Automated Maintenance System
CDC	Career Development Course
ECI	Extension Course Institute
GPTR	Generic Position Task Requirements
ID	Identification
ISD	Instructional Systems Design
IST	Instructional Support Team
ITR	Individual Training Requirements
JQS	Job Qualification Standard
MAJCOM	Major Command
MTL	Master Task List
NUM LOCK	Number Lock - used on the key pad of the Z248
OJT	On-the-Job Training
OMR	Optical Mark Reader (SCANTRON)
OPTR	Operational Position Task Requirements
OTG	Oral Test Guide
OTR	Other Training Requirements
PgDn	Page Down
PgUp	Page Up
PDS	Personnel Data System
PEC	Performance Evaluation Checklist
QC	Quality Control
SPAS	Security Police Automated System
SSAN	Social Security Account Number
TIB	Test Item Bank

**DRAFT**

**AOTS User's Handbook**

**USAF  
VAX**

**United States Air Force  
Virtual Address Extension - product name for a series  
of computers produced by Digital Equipment Corpora-  
tion**

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